1.0 GENERAL INFORMATION

About This Document

The purpose of this GDRS is to clarify information concerning Graduate Employee (GEs) offered by this GE hiring unit. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and this GE hiring unit.

This document does not apply to work-study, hourly student employees or other staff hired in this GE hiring unit.

The individual who shall oversee the implementation of this GDRS is:
Steve Mital

DATE OF THIS GDRS REVISION: 6/14/2017

2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS
The availability of GE appointments are programmatically determined by department faculty in the case of academic units and by unit leaders in the case of non-academic units. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit’s specific need for one or more GEs.

This GE employing unit:

- makes an effort to distribute GE opportunities to as many students as possible.

ACADEMIC YEAR APPOINTMENTS
The availability of GE appointments for the upcoming academic year is usually determined:

In April - five months ahead of start of new academic year

In recent years, GE assignments during the academic year in this GE employing unit have included:
- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
- Research Assistant
- Supervisory GE (e.g., practicum supervisor)

SUMMER TERM APPOINTMENTS
Does unit hire GEs in Summer? Choose an item.

If yes, the availability of GE appointments for the upcoming summer term is usually determined:
NONE AVAILABLE

In recent years, GE assignments during the summer in this GE employing unit have included:
Select all that apply.
- Instructor of Record
- Discussion Section Leader (full course responsibility)
- Laboratory Section Leader
- Teaching Assistant
- Grader
3.0 ELIGIBILITY REQUIREMENTS

Students eligible for a GE appointment in this GE employing unit are University of Oregon graduate students pursuing a master's or doctoral degree in any discipline are eligible to apply.

Note regarding graduate programs and departments that employ GEs: Students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit. In all cases, preference is given to the department or program’s own students.

Experience or credentials required in order to be considered include:

- Excellent writing and proofreading skills
- Previous exposure to statistical data analysis techniques
- Experience with website content management
- Experience with MS Office suite (Word, Excel, PPT, Outlook), Adobe Acrobat, and Photoshop
- The ability to communicate effectively in public forums, meetings, and presentations

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This GE employing unit has established a maximum number of reappointments for which a student is eligible. These are as follows:
Master's and doctoral students may be reappointed a maximum of three times.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 9).

In addition, this GE employing unit requires that a GE maintain their studies in residency at the UO during each term of appointment

4.0 APPLICATION PROCESS

This unit routinely posts its positions via the Graduate School’s “GE Openings” page, which, for each position, includes a brief description of duties and responsibilities, FTE, and preferred
qualifications for appointment and reappointment; and is posted for a minimum of 10 business
days: Choose an item.

ACADEMIC YEAR APPOINTMENTS
Information about the availability of positions for the upcoming academic year will be shared
with incoming graduate students in the following ways:
Posted to the graduate school website
Posted on GTFF job board

Information about the availability of positions for the upcoming academic year will be shared
with continuing graduate students in the following ways:
Posted to the graduate school website - by May 1
Posted on GTFF job board - by May 1

5.0 APPOINTMENT AND REAPPOINTMENT

In accordance with the CBA, this GE employing unit’s standing committee of at least three
members includes:

Chair of Environmental Issues Committee
Campus Planning and Real Estate Planning Associate
Director of Sustainability

Also in accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are
  not employed term-by-term in order to determine whether they are adequately qualified
  for a GE position.
- Reappointments are not automatic, nor are they guaranteed.
- In the case of the continuation of a particular position, the same student may continue in
  (i.e., be reappointed to) the particular GE position without any new announcement of the
  position.

Appointments and reappointments will be based on evaluation of each candidate’s
qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any
appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

(A) General criteria include (in no particular order):

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the department, candidates will be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE’s supervisor, the committee must give substantial consideration to the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Interviews. Finalists will be interviewed and evaluated based on their performance and responses.
- Financial need will be considered in evaluating two or more equally qualified candidates.

(B) Assignment Type-Related Criteria

See the position announcements for details, but these may include:

- Excellent written and oral communication
- Demonstrated ability to work accurately and independently
- Excellent organizational skills
Candidates will be rank-ordered based upon, first, the eligibility criteria in Section 3, and subsequently, the general, assignment type-related, and specific criteria referred to above. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the selection committee or department head may decide to reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (also described in Section 4).

Performance of GEs in this employing unit are evaluated:
- At the end of every term
- During spring term
- [x] At the end of the academic year for GEs appointed fall, winter and spring
- At the end of the summer term for summer GEs

Evaluations are performed by:
Director of Sustainability.

The criteria used for evaluation include:

- Excellent writing and proofreading skills
- Ability to manage and update website
- Experience with MS Office suite (Word, Excel, PPT, Outlook), Adobe Acrobat, and Photoshop
- The ability to communicate effectively in public forums, meetings, and presentations
- Demonstrated ability to work accurately and independently
- Excellent organizational skills
- Click here to enter text.

6.0 WORKLOAD

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

In this GE employing unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:
### 7.0 WORK ASSIGNMENTS

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

**NOTE:** Where the workload is broken down by work assignment duties and is designated as a "minimum" number of hours, the GE is required to fulfill that specific time commitment.

In this GE employing unit, duties for the following types of GE work assignments are as follows:

#### DUTIES BY WORK ASSIGNMENT

- **Administrative GE:**
  - Managing collection of greenhouse gas emissions data for annual report
  - Updating Climate Action Plan
  - Assisting with content management for the UO Sustainability website
  - Managing Green Office Certification process
  - Creating Office of Sustainability surveys
  - Writing publications including annual newsletter/reports
  - Developing outreach materials as assigned by Director of Sustainability
  - Implementing and managing student initiatives and programs.

- **Supervisory GE:**
  Instructions to unit: List duties. You may include minimum/average hours per week or per term for each duty cited. Use bullets or table function to organize the list of duties. Leave blank if this

### Table: Duties by Work Assignment

<table>
<thead>
<tr>
<th>FTE Level</th>
<th>Hours Per Term</th>
<th>Per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.20 FTE</td>
<td>Up to 88 hours</td>
<td>264 hours</td>
</tr>
<tr>
<td>0.25 FTE</td>
<td>Up to 110 hours</td>
<td>330 hours</td>
</tr>
<tr>
<td>0.30 FTE</td>
<td>Up to 131 hours</td>
<td>393 hours</td>
</tr>
<tr>
<td>0.35 FTE</td>
<td>Up to 153 hours</td>
<td>459 hours</td>
</tr>
<tr>
<td>0.40 FTE</td>
<td>Up to 175 hours</td>
<td>525 hours</td>
</tr>
<tr>
<td>0.45 FTE</td>
<td>Up to 197 hours</td>
<td>591 hours</td>
</tr>
<tr>
<td>0.49 FTE</td>
<td>Up to 215 hours</td>
<td>645 hours</td>
</tr>
</tbody>
</table>
8.0 HEALTH AND SAFETY INFORMATION

Accident Reporting and Workers’ Compensation:
The University's Workers' Compensation Program is administered by the Office of Risk Management (ORM). If you have any questions about the program, please call 346-8912 or 345-8316.

All University of Oregon employees, including GEs, are covered by workers’ compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Safety Incident or Accident Report (SIAR) with the GE. If, as a result of the accident, the GE requires medical care, a Workers’ Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers’ compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. These payments equal 66 2/3% of the GE’s average weekly wage (up to a maximum established by the Oregon Legislature). Mileage payments for medical appointments and prescription reimbursements are also examples of benefits provided by SAIF Corporation. Certain medical treatments, however, are subject to exclusion. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers’ compensation benefits, contact ORM immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

Safety Information:
The University of Oregon Safety Policy may be found in the library, http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment. The Office of Environmental Health and Safety (EH&S) is responsible for the University’s safety programs. For
questions or information regarding any of these programs, contact EH&S at 541-346-3192 or visit their website, http://ehs.uoregon.edu. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, http://ehs.uoregon.edu/safety-advisory-committee.

**Reporting Safety Hazards:**
GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted:
Director of Sustainability

Other resources on campus to report such information include the Office of Environmental Health and Safety, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

**Location of emergency procedures, evacuation plans, material data safety sheets (MSDS) and first aid supplies:**
Common office area within office suite.

**Use of Personal Protective Equipment:**
N/A

**Required safety training and appropriate departmental record keeping:**
N/A

**9.0 SATISFACTORY PROGRESS TOWARD THE GRADUATE DEGREE**

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

The criteria used to assess satisfactory progress toward a graduate degree is the same for all graduate students in a particular graduate degree program, whether or not they hold a GE position. For GEs, satisfactory progress toward the degree is an eligibility requirement of GE appointment and reappointment. Each GE employing unit (employer) is responsible for verifying that the GE is making satisfactory progress toward their degree, whether or not the hiring unit is also the GE's graduate degree program. The GE’s progress toward the degree is
assessed based on criteria established by the GE’s graduate degree program, regardless of where the GE is employed.

Graduate School Minimum GPA: During the academic year, the Graduate School reviews academic transcripts of all graduate students holding GE appointments. The Graduate School will notify a GE’s graduate degree program if the GE’s academic performance during the appointment period falls below the Graduate School’s 3.0 GPA standard. The degree program will be asked to review the student's progress toward their graduate degree and issue its approval before a GE reappointment can be made to that student.

This section describes satisfactory progress criteria specific to academic units that have graduate degree programs. In other types of GE employing units, the GE should refer to the GDRS for their academic program and/or inquire with the graduate program director or graduate coordinator/secretary.

This GE employing unit is:

☐ an academic unit with a graduate degree program. See remainder of this section for details about satisfactory progress requirements and expectations for graduate students in this academic unit.
☐ an academic unit with no graduate degree program. Satisfactory progress is determined by each GE’s graduate program. See that program’s GDRS for more information.
☒ an administrative, research, or non-academic unit. Satisfactory progress is determined by each GE’s graduate program. See that program’s GDRS for more information.

The criteria used to assess satisfactory progress toward a graduate degree in this unit (department), along with the process by which satisfactory progress is assessed, can be found online or in another document:
10.0 DISCIPLINE AND DISCHARGE

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTFF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

11.0 DISCRIMINATION GRIEVANCE PROCEDURES

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE’s role as a student, graduate students should refer to the student section of the AAEO Discrimination Grievance Procedures online, http://aaeo.uoregon.edu/content/raise-concern.

12.0 WORK ENVIRONMENT

This section provides information about GE facilities and services described in Article 10 of the GTFF Collective Bargaining Agreement.

Information detailing this unit’s GE work environment (work space; access to telephones, computers and private meeting space, supplies and equipment, etc.; and GE assistance) can be found online or in another document:

Contact Director of Sustainability at 541-346-0709 for tour or description of workspace

Workspace: Click here to enter text.
10th and Mill Building
Suite 202

Private Meeting Space:
There are two private conference rooms on the floor that can be scheduled for private meetings

Access to Telephones and Computers:
GE is provided a desktop computer and phone line.

Access to Office Supplies, Photocopies and Printouts
The office suite maintains a common printer and office supplies. GE has full access to these.

GE Assistance
GE Assistance

13.0 ABSENCES

NOTIFICATION. If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Sustainability Director as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. To the extent possible, provide the department with information about where you left off. If you are able, please attempt to reach Steve Mital by email.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to Director of Sustainability using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE’s absence.

MAKE-UP WORK. Generally, for duties missed not related to a class meeting, please check in with Director of Sustainability to determine when and how the missed work will be made up.

PLANNED ABSENCES. If you are planning an approved absence during any working days of the term, be sure to notify Director of Sustainability how to reach you (if possible).

MORE INFO. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, http://hr.uoregon.edu/er/labor-agreements